

MEMORANDUM FOR: Chiefs of Support, DD/P Staffs and Divisions
Administrative Officers, DD/I and DD/S

SUBJECT: Fitness Reporting System

1. The new fitness reporting system approved by the Career Council is scheduled to be put into effect throughout the Agency beginning on 3 November 1958. In view of this, I thought it advisable to bring to your attention certain features of this system as it relates to our total personnel program. I want also to give you advance information on actions that will be taken in order to effect an orderly transition to this new system.

2. Under the new system Annual Fitness Reports will be submitted on the basis of due dates in accordance with GS grade level rather than the anniversary of entrance on duty presently used. Beginning 1 January 1959 Annual Fitness Reports will be submitted in accordance with the following schedule:

25X1

<u>Grades</u>	<u>For Period Ending</u>	<u>Due in Office of Personnel</u>	
		<u>From Headquarters</u>	<u>From [] Field</u>
GS-1 thru GS-5	31 March	30 April	31 May
GS-6 thru GS-8	30 June	31 July	31 August
GS-9 thru GS-11	30 September	31 October	30 November
GS-12 and GS-13	31 December	31 January	28 February
GS-14 and above	31 March	30 April	31 May

This scheduling is planned to be complementary to the Agency's competitive evaluation and promotion program. The due date for the submission of reports is arranged so that competitive promotion consideration can be geared to the availability of current Fitness Reports.

3. Sixty days prior to the end of the reporting period we will forward to Operating Officials machine rosters of all individuals within each grade grouping set forth in the preceding paragraph. The first list to be transmitted will be that for personnel in grades GS-12 and GS-13. We plan to forward this list on 3 November 1958. Individuals in grades GS-12 and GS-13 whose entrance on duty date is in November or December 1958 will have their report deferred until 31 January 1959 for headquarters personnel and 28 February 1959 for field personnel.

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4. A Fitness Report will be prepared annually for each employee except when a report has been made for some other purpose within a 90 day period prior to the due date of the annual report. This, of course, means that some individuals who because of the proximity of their entrance on duty anniversary date to the period when they will be rated in accordance with their grade will have two annual reports completed on them within a year. In other instances more than twelve months will elapse between annual reports. For example a person promoted from grade GS-5 to GS-6 would go one year and three months without a report. These situations can also occur when the first annual report after the initial report for an individual is being completed. I will look to you to exercise common sense when questions are raised in this regard.

5. Machine rosters of individuals for whom initial reports are due will be forwarded on or before the 15th calendar day of the month preceding the month during which the employee completes nine months service. The first roster for initial reports will be sent out on or before the 15th of November. This of course is for the first nine months an individual is employed with the Agency, the same as it has been in the past and is without regard to grade.

6. Attached for your advance information is a copy of Form 45 (8-58) Fitness Report, Form 45a, Field Transmittal - Fitness Report and Directions for Completion of Form 45, Fitness Report. (Attachment A) This report is shorter and more simple than the previous form. The Instruction Sheet obviates the necessity for a handbook. Sections "B", "C", and "D" of the new form contain rating scales of seven, six and five degrees respectively. This variance of degrees in rating scales is related to the type of evaluation requested in each of these sections and in addition is of significant value statistically.

7. The new report form when issued will make obsolete all previous editions. It is planned to have the new form available in Supply Rooms on or about 3 November 1958. It is also planned to have published an ALL EMPLOYEE notice on or about this same date notifying the Agency of this new system. (Attachment B) The new form is to be used as soon as it is available in supply rooms. After the new form is available fitness reports which have been completed on the old form should not be redone and will be accepted through 31 December 1958.

8. The same number of copies of the new form are required as have been required in the past. The report is packaged with one Instruction Sheet for five copies of the form. The Head of the Career Service will retain one copy of the form and will forward the original and one copy to the Office of Personnel. One of the other two copies is for the component personnel officer and the other a work copy for the supervisor.

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9. With regard to the announcement of the new system to the overseas field we plan to have this accomplished through use of a book dispatch. (Attachment C) Steps are being taken to effect field distribution as soon as possible.

10. Regulation Fitness Report, will be revised as necessary and published as soon as possible.

GORDON M. STEWART
Director of Personnel

Attachments
As stated